



**United States Courts for the Ninth Circuit  
San Francisco, California**

**Job Announcement 07-01**

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| <b>Position:</b>     | <b>Circuit Executive</b>                    |
| <b>Location:</b>     | San Francisco, CA                           |
| <b>Salary:</b>       | \$165,200                                   |
| <b>Closing Date:</b> | June 15, 2007 (or until position is filled) |

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**About the Office of the Circuit Executive:**

The Office of the Circuit Executive (OCE) provides policy development, administrative and staff support to the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states. The OCE also supports the Chief Circuit Judge and, as requested, coordinates a wide range of administrative matters for all federal courts within the circuit, including space and facilities, media relations, security, and the data network and telecommunications programs for the circuit. The office also provides staff support for Bankruptcy and Federal Public Defender Merit Selection Panels.

**Position Overview:**

The Circuit Executive is appointed by the Ninth Circuit Judicial Council and serves as Secretary to the Council. Under the direction of the Chief Judge, the Circuit Executive provides such administrative services as implementing policies, developing programs, organizing and staffing council committees, organizing circuit judicial conferences and other duties mandated by Congress or the U.S. Judicial Conference. The Circuit Executive also serves as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the courts of the various states in which the circuit is located, the U.S. Marshal's Office, state and local bar associations, civic groups, news media, and other private and public groups having an interest in the administration of the courts.

**Requirements:**

To be considered for appointment, candidates must have:

- JD or LL.B. degree, or a postgraduate degree in public, court, or business administration, or related field
- A demonstrated record of senior level administrative and management experience in public service or business that provides a thorough understanding of the planning, organizational, procedural and human aspects of managing an organization.
- Strong analytical, communication and interpersonal skills.

**Preferred Qualifications:**

- Managerial experience in a court environment.
- Understanding of the administration of the federal court system.

**Conditions of Employment:**

Employees of the court serve "at will," and as such, can be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures **do not** apply to court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. Direct deposit of pay required.

**To Apply:**

Please send a cover letter and comprehensive resume, outlining your educational background, employment, salary history and other relevant information to:

Human Resources Manager  
U.S. Court of Appeals for the Ninth Circuit  
P.O. Box 193939  
San Francisco, California 94119-3939

If sending by email, to: [hr@ca9.uscourts.gov](mailto:hr@ca9.uscourts.gov)

\_\_\_\_\_ **The United States Courts is an Equal Opportunity Employer**